



Division of Operations Environmental Implementation Procedure
Bureau: Highway Maintenance

Date: 4/20/2017

Procedure EIP-1
Environmental Policy

Revision: 3.2

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PURPOSE:

The purpose of this Environmental Implementation Procedure (EIP) is to develop, implement, and communicate the NHDOT Environmental Policy.

The Environmental Policy is the overarching Environmental Management System (EMS) document that outlines the department's intentions and principles in relation to its overall environmental performance. The Environmental Policy provides a framework for action and for setting environmental goals, objectives, and targets for environmental improvement.

Each Bureau will incorporate the NHDOT Environmental Policy into its EMS. In addition, each bureau should have a commitment statement that reaffirms its obligation to meeting the Department's Environmental Policy, and contains additional goals regarding specific bureau operations.

RESPONSIBILITY:

NHDOT Commissioner:

- Approve and formally sign the policy, once developed/revised by appropriate committees and workgroups.
- Lead the NHDOT organization in demonstrating commitment to the policy's tenets.
- Ensure policy is communicated and adhered to consistently throughout the department.

Division Director/Assistant Division Director

- Lead the Division in demonstrating commitment to the policy's tenets.
- Coordinate with OSC to ensure a clear interpretation of the policy and Division expectations are conveyed to Bureau Administrators.
- Advocate his/her commitment to this policy by promoting environmental stewardship and encouraging Bureau Administrators to maintain Bureau specific commitment statements.

Office of Stewardship and Compliance (OSC):

- Maintain the policy based on NHDOT mission and values in collaboration with senior management.
- Coordinate with Bureau Administrators, the Public Informational Officer, and other appropriate personnel to communicate the policy to all employees.
- Periodically review the policy and revise or update through appropriate means as necessary.



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NHDOT Hearings Examiner:

- Ensures that the current policy is posted on the department's intranet, and is made available.

Bureau Administrator:

- Lead the Bureau in demonstrating commitment to the policy's tenets.
- Coordinate with the Bureau EMS Coordinator, Safety and Environmental Coordinators and OSC to ensure the policy is communicated to Bureau employees.
- Communicate his/her commitment to this policy by promoting environmental stewardship and maintaining the bureau specific commitment statement.

District Engineer/Designee:

- Coordinate with the Bureau EMS Coordinator, Safety and District Environmental Coordinator and OSC to ensure the policy is communicated to Bureau employees.
- Communicate his/her commitment to this policy by promoting environmental stewardship within their specified District.

Bureau EMS Coordinator/Safety and Environmental Coordinators:

- In coordination with the Bureau Administrator, District Engineer, and OSC, communicates the policy to Bureau employees.
- Provide employees with training on the requirements of the Department's environmental policy through the new employee orientation process, and periodic refresher training.

Bureau Employees:

- Understand the policy in relation to NHDOT and Bureau-level activities, products, and services. Demonstrate commitment to the policy's tenets in day-to-day activities.

DOCUMENTS AND RECORDS:

- NHDOT Environmental Policy

PROCEDURE:

1. OSC and NHDOT senior management will define the organization's Environmental Policy. The Policy shall:
 - Be appropriate to the nature, scale, and environmental impacts of the organization's activities and services.
 - Include a commitment to continual improvement and pollution prevention.



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- Clearly communicate management commitment to achieving and maintaining compliance with applicable environmental law, regulation, and other requirements to which the organization subscribes.
 - Provide the framework for setting and reviewing environmental Objectives and Targets at the Bureau level.
 - Be documented, implemented, maintained, and communicated to all employees.
 - Be made available to the public.
2. The Policy is signed and approved by the NHDOT Commissioner.
 3. The Policy is communicated to Department employees and the public (see EIP-8: Internal and External Communication and Reporting) by OSC, the Public Information Officer (PIO), and the Bureau EMS Team. The Bureau EMS team and OSC will communicate the policy to Bureau employees. OSC and the PIO will communicate the policy to the public. It shall be posted in key locations throughout the organization and on NHDOT internal and external websites.
 4. The Policy is used as the framework for setting EMS Objectives and Targets (see EIP-4: Setting Objectives and Targets), and for implementing Environmental Action Plans (see EIP-5: Environmental Action Plans).
 5. The Policy shall be reviewed by OSC at least every 3 years, in collaboration with Bureaus and NHDOT senior management. If the Policy is revised, complete Steps 2 – 5 above.
 6. OSC and the Bureau EMS Coordinator shall maintain all documentation and key records generated as part of this EIP in accordance with EIP-9: Documentation, Document Control, and Records Management.

Approved: 	Revision #: <u>3.2</u>
Name _____	Revision Date: <u>4/20/2017</u>
<u>STATE MAINT EMS</u>	Supersedes
Title _____	Revision #: <u>3.1</u>
Date <u>10/4/17</u>	

